



## CITY OF PLEASANT HILL

100 Gregory Lane

Pleasant Hill, CA 94523

[www.ci.pleasant-hill.ca.us](http://www.ci.pleasant-hill.ca.us)

(925) 671-5270

## The Hiring Process

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### Applying is easy!

- View and apply for open positions by using clicking on the Job Openings link or obtain an application at the Human Resources Office during normal business hours. Applications are accepted only when there is an open recruitment for the position.
- Applications must be received by the Human Resources Office no later than the recruitment deadline. If you are mailing your application, be sure to allow ample time for the City to receive your application before the deadline as postmarks will not be accepted.
- Resumes will not be accepted in lieu of a fully completed application but may be submitted as a supplement to the application.
- Occasionally, a supplemental questionnaire and resume are required and your application will be considered incomplete if not submitted.

### Helpful tips

- To determine if you are qualified for the position, review the recruitment flyer. The flyer contains a brief job description, sample job duties, a description of the qualifications for the position, requirements for licenses or certifications, and the experience and training levels needed for the position.
- Read your application carefully and thoroughly. The information must be accurate and complete as it will be used to assess your experience and abilities for the position. Applications are screened to determine the candidate's best suited to the City's needs. Meeting the minimum qualifications does not guarantee that your application will be selected to continue in the process.
- Please be patient following the recruitment deadline. The City often receives a large number of applications and we thoroughly review each application. All applicants will be notified of their status following the City's review.
- A written test is administered for some positions. Applicants invited to take the test will be notified by phone and/or mail of the testing time and location.
- One or more interviews will be conducted prior to the final selection.
- Once you have submitted an application, you are responsible for notifying us of any change in address or telephone number.
- The City encourages applications from qualified applicants with disabilities as defined by the Americans with Disabilities Act. Individuals who require a reasonable accommodation to participate in any phase of the recruitment process must request that accommodation as part of the application process. Applicants requesting a reasonable accommodation will be required to provide documentation of the need.

### If You Are Selected

- A background investigation will be conducted. The investigation will also include a fingerprint check conducted by the Department of Justice.
- All appointments are subject to the successful completion of a post-offer medical exam. The City is strongly committed to a drug-free workplace and the medical exam will include a drug screen.
- Successful candidates will be required to complete a verification form designated by the Immigration & Naturalization Service that certifies they are eligible for employment in the United States.